

Workplace Ecosystem Policy

Segment:	Global Affiliates of Harley-Davidson, Inc.	Effective Date:	July 1, 2021
Function:	Talent, Employee Experience & Inclusive Stakeholder Management	Last Review Date:	January 1, 2022
Policy Owner:	Chief Human Resources Officer	Version:	1.1

Purpose

Harley-Davidson, Inc, and its subsidiaries and affiliates globally (collectively “Harley-Davidson”) have the ambition to be one of the most desirable places to work in the world by evolving workplaces, the workforce and the ways we work. This includes establishing progressive and sustainable work environments, policies, and practices. The purpose of this Workplace Ecosystem Policy is to define the workplace categories at Harley-Davidson.

Policy Statement

Role-Based Workplace Categories

Job roles will fall into one of four categories:

Remote: The employee is fully remote. The position does not require regular travel to a company location. Occasional travel to a company location may be necessary.

Hybrid: The role requires a blend of working remotely and being present at a company location. The ratio of working remotely and at a company location will vary, but there is an expectation that both will be required.

On-Campus: Due to the nature of the work, the employee is normally required to be present on site when working and a remote or hybrid situation is not applicable.

Field: The employee’s job is based “in the field” due to the nature of the work (e.g., interacting with the dealers) and requires remote work in multiple locations in addition to the employee’s home.

An employee’s compensation, benefits, work status and work responsibilities are defined based on the job duties of the role, and certain positions have unique compensation structures (e.g., subject to collective bargaining agreements or specific incentives). Generally, a change in workplace categorization independent of a change in position will have no impact on the employee’s compensation, benefits, work status and work responsibilities, nor on the amount of time the employee is expected to work per day or pay period. All employees are subject to all applicable Harley-Davidson policies, including without limitation the Harley-Davidson Code of Business Conduct.

Equipment/Tools

Harley-Davidson may provide specific tools/equipment for the employee to perform his/her duties. This may include computer hardware, computer software, cellular phones, and other applicable equipment as deemed necessary. Harley-Davidson retains control over the tools/equipment and reserves the right to monitor company property even when used at an employee's remote location.

The use of equipment, software, data, and supplies when provided by Harley-Davidson is limited to authorized employees and for purposes relating to company business. Harley-Davidson will provide for repairs to company equipment. When an employee uses her/his own equipment, the employee is responsible for maintenance and repair of the equipment.

Designated Workspace (not applicable to On-Campus roles)

Employees in roles categorized as Remote or Hybrid shall designate a workspace within the remote work location for placement of equipment and materials to be used while working. The immediate area where the employee performs work for the company during working hours shall constitute the employee's "Designated Workspace". The employee shall maintain the Designated Workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Security

Consistent with Harley-Davidson's expectations of information security for employees, Field, Remote and Hybrid employees will be expected to ensure the protection of proprietary company and customer information accessible from their remote location(s). Steps include securing confidential and proprietary documents, regular password maintenance, and any other measures appropriate for the job and the environment.

Incident Reporting

The employee's Designated Workspace will be considered an extension of the company's workspace. Therefore, employees shall report any accidents or injuries occurring in their Designated Workspace during working hours in accordance with current company procedures.

Income Tax

It is the employee's responsibility to determine any income tax implications of maintaining a Designated Workspace. The company will not provide tax guidance, nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Due to potential income and other tax implications to Harley-Davidson, requests to change an employee's place of residence will be handled on a case-by-case basis at the company's sole discretion.

Working Hours

The employee and his/her supervisor shall agree on the applicable working hours for the employee. Employees are expected to be available for participation in meetings deemed necessary by their supervisor or management and to be available in-person when deemed necessary.

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the applicable Harley-Davidson time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor.

Disclaimers

Harley-Davidson assumes no liability for injuries occurring in the employee's remote workspace outside the agreed-upon working hours. The company is not liable for loss, destruction, or injury that may occur in or to the employee's home or other remote location. This includes family members, visitors, or others that may become injured within or around the employee's home.

Remote/Hybrid work is not a formal, universal employee benefit. The company will continue to evaluate workplace categories based on business need. The company has the right to refuse to make Remote or Hybrid categorization available to an employee and to terminate a categorization approved at any time.